



Evidence and Property Release Letter

13.9(A) Rev 11/21

To: Address:		Case #
		Notice Date:
Item #	Description (Include brand, model, color and serial numbers as appropriate)	

SPD Evidence Unit: Airport Way Center
 730 S. Stacy Street
 Building C
 Seattle, WA 98134

Hours: Tuesday and Thursday, 8AM-5PM
Phone: (206) 684-8730
Please call for an appointment.

The Seattle Police Department is holding the property listed above in your name.

Property may only be released to the person named on this form. To claim the items, bring this notice and government-issued photo identification, such as a driver's license, identification card, military identification, passport, etc.

If you cannot appear in person to claim this property, you may use the back of this form to designate an agent/representative to pick up the items on your behalf. The form must be notarized and your agent/representative must present this notice and government-issued photo identification to claim the property.

You must make arrangements to claim your property within **sixty (60) days** from the date of this notice. Washington State law requires law enforcement to hold personal property a minimum of sixty (60) days after notifying the owner when and where the property may be claimed. After sixty (60) days, unclaimed property will be disposed of according to law. ([RCW 63.32](#) and [63.40](#))

Firearms: When you call to schedule your appointment, please notify the Evidence Unit if you are claiming a firearm. Federal, state and local laws prohibit certain persons from possessing firearms. As a result, personnel are required to ask you questions to complete a background check. This is required even if you have a concealed pistol license.

The background check takes approximately seven to ten (7-10) business days to complete. You will be contacted via the phone number that you provided on the form when the check is complete. You will have **five (5) business days** to retrieve the firearm or the background process has to start over.

Money: Property returns involving money take **seven to ten (7-10) business days** to process and are paid by check.

NOTICE COMPLETED and MAILED BY	SERIAL	UNIT	TELEPHONE #
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Distribution: Hard copy MAILED to Owner, PDF copy ATTACHED to Report, Original SENT to Data



Evidence and Property Release Notice

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Case # _____

OWNER'S AUTHORIZATION TO RELEASE PROPERTY TO AGENT/REPRESENTATIVE

I hereby authorize _____ to obtain
Print Agent/Representative's Name (First, Middle, Last) Agent/Representative's Date of Birth
the property listed on the reverse side of this form from the Seattle Police Department.

(Signed) _____ (Date) _____

State of Washington
County of _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledges that (he/she)
signed this instrument and acknowledged it to be (his/her) free and voluntary act for the
uses and purposes mentioned in the instrument

Dated: _____

(Signed) _____

Notary Public in and for the State of Washington

Commission expires _____ / _____ / _____

Residing at: _____